



# FEDERAL LABOR RELATIONS AUTHORITY

## VACANCY ANNOUNCEMENT

### Senior Executive Service

<b>Announcement No:</b>  <b>FLRA- 05-02</b>	<b>Opening Date:</b> June 17, 2005  <b>Closing Date:</b> July 8, 2005	<b>Job Title, Pay Plan and Series</b>  <b>Executive Director, ES-0340</b>
<b>Number of Vacancies: One</b>		<b>Salary Range: \$107,550 - \$149,200</b>
<b>Duty Station/Agency Component: Washington DC / Office of the FLRA Chairman</b>		
<b>Who May Apply:</b>  <b>All qualified applicants. U.S. citizenship is required.</b>		<b>Type Appointment/Work Schedule:</b> <b>Senior Executive Service - Career Reserved</b> <b>Permanent</b> <b>Full Time</b>
<b>Major Duties:</b>  <b>The Executive Director reports to the Chairman of the Federal Labor Relations Authority (FLRA) and provides leadership in agency-wide administrative and operational activities, including managing the FLRA's divisions of budget and financial management; information resources and telecommunications; and procurement and administrative services in support of the FLRA mission. The Executive Director also plays a key role in implementing the President's Management Agenda, participating with the Director of Policy &amp; Performance Management in developing strategic plans for the accomplishment of agency initiatives, and performing other managerial activities in support of the Agency.</b>		
<b>Conditions of Employment:</b> U.S. Citizen Post Appointment Background Investigation, as appropriate Persons newly appointed to a Senior Executive Service (SES) position must have their managerial/executive qualifications certified by FLRA's Executive Resources Board and approved by an independent Qualifications Review Board composed of executives from outside the selecting agency and convened by the Office of Personnel Management (OPM). The selected candidate will be required to serve a one-year probationary period unless he/she has already completed a probationary period in the SES as a career appointee. The selected candidate may be required to file a Financial Disclosure Statement in accordance with the Ethics in Government Act of 1978, as amended.		
<b>Basic Qualification Requirements:</b> Your application will be evaluated on the basis of the quality and extent of your total accomplishments, experience and training as they apply to the requirements of this position. To qualify, you must have had responsible professional experience at the senior level (GS-15 or equivalent) that is at a sufficiently high level of difficulty to clearly show that you possess the following mandatory professional/technical and mandatory executive core qualifications:		

## **I. Mandatory Professional/Technical Qualifications**

**You must submit a written narrative addressing each of the following mandatory qualifications:**

1. Executive level experience managing or directing one or more programs at the agency (or equivalent) level, including appropriate supporting service organizations (e.g., budget & finance; administrative services & procurement; and information technology, etc.).
2. Skill in project management and in assuring the successful oversight of contractor activities.
3. Skill in communicating effectively to senior government officials, senior executives in the private sector, and to other stakeholders.
4. Demonstrated experience in implementing agency/organizational goals and mission; providing overall organization management to improve agency/organizational performance; assisting the head of an organization in promoting reform; and overseeing specific efforts to integrate performance and budgeting; expanding competitive sourcing, strengthening the workforce, improving financial management, applying information and technology policies, and other agency/organization-wide management reforms.

## **II. Desirable Qualifications**

**If you are able to address the following desirable qualifications, please submit a written narrative for each:**

1. Job-related training, self-development, and or outside professional activities, which provide evidence of initiative, resourcefulness, and potential for effective performance.
2. Working knowledge of Federal labor-management relations issues.

## **III. Mandatory/Executive Core Qualifications**

**You must submit a separate narrative statement in response to each of the Executive Core Qualifications (ECQs) listed below, *unless* you are currently serving under a career Senior Executive Service (SES) appointment, are eligible for reinstatement into the SES, or have successfully completed an SES Candidate development Program approved by the U.S. Office of personnel Management. *If you are a current SES career appointee, SES Reinstatement Eligible candidate, or if you have successfully completed an OPM-approved SES candidate development program, you are not required to address each ECQ separately to be considered; however, you are strongly encouraged to do so.***

The narrative for each individual ECQ should not exceed 2 pages and should demonstrate the necessary level of management skills, characteristics, qualities, specialized knowledge, and technical competence that would indicate successful performance in the SES. Your statement in response to the five ECQs should focus on accomplishments, in paid and unpaid positions, which support each of the five criteria. In responding to each of the five criteria, please structure your responses in terms of the specific problem or goal (challenge); the environment in which you worked to tackle the problem or goal (context); the specific actions taken (action); and the outcome from such actions (results). Your examples should be clear and concise, and emphasize your level of responsibilities, scope and complexity of programs managed, program accomplishments with results of your actions, policy initiatives and level of contacts. Avoid statements that describe personal beliefs or philosophies. Additional information on addressing the ECQs is available at [www.opm.gov/ses/handbook.html](http://www.opm.gov/ses/handbook.html).

### **1: LEADING CHANGE**

You must have demonstrated an ability to develop and implement an organizational vision using general management strategies. This vision must integrate key corporate or governmental goals, priorities, values, and other factors to achieve results. Inherent to it is the ability to balance change and continuity - - to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.

*Leadership Competencies: Creativity and Innovation, Continual Learning, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, Vision.*

### **2: LEADING PEOPLE**

You must demonstrate the ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting your organization's vision, mission, and goals. Describe your experience in strategic resource management and your experience in reducing the distance between customers and decision-makers and reshaping organizations to achieve results.

*Leadership Competencies: Conflict Management, Leveraging Diversity, Integrity/Honesty, Team Building.*

### **3: RESULTS DRIVEN**

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies. It also involves using human resources and other general management tools to establish program and/or policy goals and the structure and process necessary to implement the organization's mission and strategic vision.

*Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility*

### **4: BUSINESS ACUMEN**

You must demonstrate the ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission; and the ability to use new technology to enhance decision making in leading planning and implementation of the President's Management Agenda initiatives of human resource capital, competitive sourcing, e-government, integration of budget and performance goals, and improved financial performance.

*Leadership Competencies: Technology Management, Human Resources Management; Financial Management*

### **5: BUILDING COALITIONS/COMMUNICATION**

You must have the ability to explain, advocate, and express facts and ideas in a convincing manner; to negotiate with individuals and groups internally and externally; develop an expansive professional network with other organizations; and to identify the internal and external politics that impact the work of the organization.

*Leadership Competencies: Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy, Written Communication*

**TO APPLY:**

You must have U.S. citizenship. Your application package must include the following:

- Resume, or OF-612 or SF-171. Regardless of which document selected, it must contain the following information: Announcement Number; Full Name; Address; Day and Evening Phone Numbers; Social Security Number; Country of Citizenship; Education; Training; Work Experience; Highest Federal Civilian Grade Held and Reinstatement Eligibility (if applicable); special skills, certificates, and/or licenses; memberships in professional organizations or societies; leadership activities; and other job-related information pertinent to the position for which applying.
- You are required to submit supplemental written statements addressing the mandatory qualifications, desirable qualifications, and executive core qualifications as described above.
- Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay.

To receive full consideration your complete application must be received at the following address by 5:00 p.m. Eastern Daylight Savings Time on the closing date of the vacancy announcement. Federal Labor Relations Authority, Human Resources Division, 1400 K Street NW, 4<sup>th</sup> Floor, Washington, DC 20005. There is a statutory prohibition against using Government-franked envelopes to mail applications. Applications received in such envelopes will not be considered. Applications may be sent electronically to [www.Resumes@flra.gov](mailto:www.Resumes@flra.gov). OR you may fax your application to (202) 343-1006. To request a copy of this announcement, call the Job Line at (202) 218-7974 or (877) 303-8945, or to download a copy, visit our website at <http://www.flra.gov/29-jobs.html>. If additional information is required, please contact Nicho Clark-Pruett, Human Resources Specialist at (202) 218-7979.

Your application will be evaluated based on the information you supply. We may also verify performance, suitability, and security information from reference checks and take that information into account in making an employment offer.

You will receive consideration without regard to such non-merit factors as race, color, religion, sex, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent. The FLRA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**OTHER INFORMATION:**

- Relocation expenses for this position will not be paid.
- If you are a male and are hired, and if you were born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.
- SES Benefits package includes: eligibility for performance bonuses of 5 to 20 percent of base pay for superior performance; defined benefit, contributory Federal retirement system; opportunity to participate in a retirement savings investment plan that offers pre-tax savings and tax deferred investment earnings; selection of one of a variety of health plans and options under the Government's Federal Employees' Health Benefits program; and option to participate in the Federal Employees' Group Life and Long Term Care Insurance programs. SES members earn vacation at a rate of 8 hours/pay-period; 13 days of sick leave per year.
- The Federal Government observes 10 regular paid holidays each year.
- The FLRA also participates in the Federal public transportation transit subsidy program.

**FLRA MISSION:**

The Federal Labor Relations Authority (FLRA) is an independent agency responsible for administering the labor-management relations program for non-postal Federal employees worldwide. The Agency consists of three components: the Authority, the General Counsel and the Federal Service Impasses Panel. The **Authority** is a quasi-judicial body, which resolves disputes over the negotiability of proposals made by Federal employee unions in collective bargaining with Federal agencies. It also resolves exceptions to grievance arbitration awards and decides whether conduct alleged in a complaint constitutes an unfair labor practice. In addition, it reviews determinations made by agency Regional Directors in disputes over union elections and unit determinations. The **Office of the General Counsel** is responsible for independently investigating, and settling or prosecuting unfair labor practice charges; receiving and processing representation proceedings; and providing facilitation, intervention, training, and education services to the parties to prevent and/or resolve disputes. The **Federal Service Impasses Panel** provides assistance to Federal agencies and unions representing Federal employees in resolving impasses arising from negotiations over conditions of employment. For additional FLRA information, you may visit our website at: <http://www.flra.gov>.

## APPLICATION/RESUME CHECKLIST

*The following checklist will assist you in assuring that your application is complete*

### **Job Information**

- Vacancy number and position title

### **Personal Information**

- Full name, mailing address (with zip code), phone numbers (with area code)
- Social Security Number
- Country of citizenship
- Reinstatement eligibility, if any
- Highest Federal civilian job held, if any (include title, job series, and dates held)

### **Education**

- Colleges or universities (name, city, state, and zip code); Majors
- Type and year of degrees received

### **Work Experience**

- Title (and series/grade if Federal job)
- Duties (for each paid and non-paid work experience related to the vacancy)
- Employer's name and address
- Starting and ending dates (month, day, and year)
- Hours per week **and** beginning and ending salaries
- Indicate if we may contact current supervisor

### **Other Qualifications**

- Training (title, hours, year)
- Special skills (e.g., computer software/hardware, typing speed, etc.)

- Current certificates and licenses (e.g., Bar membership; CPA)
- Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking.)

### **Mandatory Qualifications and OPM Executive Core Qualifications**

All applicants must address any listed factor in a separate document attached to their application.

### **Race and National Origin Questionnaire**

All applicants are requested to complete the attached Race and National Origin Background Questionnaire

### **Performance Appraisal**

Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, Notification of Personnel Action reflecting grade, title, series, and annual pay.

### **Disability Status**

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status. Please also indicate any reasonable accommodation needed.

**United States**  
**Federal Labor Relations Authority**  
**Background Survey Questionnaire 79-2**

Form Approved  
OMB No. 50-RO-616

<p style="text-align: center;"><b>GENERAL INSTRUCTIONS</b></p> <p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p> <p>Name (Last, First, MI)</p> <p>Position for which you are applying</p> <p>Date (Month, Day, Year)</p> <p>1. Social Security Number</p> <p>2. Year of Birth 19 _____</p> <p>3. Do you have any physical disability?</p>	<p style="text-align: center;"><b>PRIVACY ACT INFORMATION</b></p> <p style="text-align: center;"><b>GENERAL</b></p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.</p> <p style="text-align: center;"><b>AUTHORITY</b></p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p style="text-align: center;"><b>PURPOSE AND ROUTINE USES</b></p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415.</p> <p style="text-align: center;"><b>EFFECTS OF NONDISCLOSURE</b></p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p style="text-align: center;"><b>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NO. UNDER PUBLIC LAW 93-579, SECTION 7 (b)</b></p> <p>Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.</p>
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4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

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| 01 - Private Information Service<br>02 - Newspaper<br>03 - Magazine<br>04 - Radio<br>05 - TV<br>06 - Poster<br>07 - Private Employment Office<br>08 - State Employment Office (Unemployment Office) | 09 - Agency Personnel Dept. (Bulletin Board or Other Announcement)<br>10 - Agency or Other Federal Government Recruitment at School or College<br>11 - Federal, State or Local Job Information Center<br>12 - Religious Organization<br>13 - School or College Counselor or Other Official<br>14 - Friend or Relative Working for Agency<br>15 - Friend or Relative Not Working for Agency<br>16 - Other (Specify) _____ |
|---|--|

5. Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:  
ETHNICITY: Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.  
RACE: American Indian or Alaskan Native -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. Asian or Pacific Islander -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. Black or African American -- A person having origins in any of the original peoples of Africa. White -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

<p>A. Race</p> <p>1. American Indian or Alaskan Native</p> <p>2. Asian or Pacific Islander</p> <p>3. Black or African American</p> <p>4. White</p> <p>5. Other (Specify) _____</p>	<p>B. Sex</p> <p>1. Male</p> <p>2. Female</p>	<p>C. Ethnicity</p> <p>1. Hispanic Origin</p> <p>2. Not of Hispanic Origin</p>
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